State of Indiana ELM Online Training Self Service Quick Step Guide

The following directions will guide you enroll in, access courses, and complete online training for the State of Indiana (SOI). It is important to read and follow the instructions carefully. If at any time during the process you experience difficulty, please contact the IOT Helpdesk at 317-234-HELP (4357) or (800) 382-1095.

To access the online training, it is important to turn off your pop-up blockers. Generally, this is located under the Tools menu item.

Accessing the PeopleSoft ELM:

Logging onto the **PeopleSoft ELM** can be accomplished two ways:

1. Type **http://myshare.in.gov** into your web browser and click the **Employee Training** link; or
2. Copy and paste the following link into your web browser.
   https://hr.gmis.in.gov/lmprd/signon.html

A user ID is comprised of the first letter of the learner's first name (use a capital letter) plus the last 6 digits of the PeopleSoft ID number. The PeopleSoft ID number may be found on the back of the Indiana Government Center Access Control Badge, below the bar code. If the learner does not work on the IGC campus, the learner needs to contact their HR representative to obtain the PeopleSoft ID number. Learners may use their network password as the PeopleSoft password.

Accessing & Completing a Course Previously Enrolled In:

1.	Click on the **Main Menu** drop down
2.	Click the **Self Service** link.
3.	Click the **Learning** link.
4.	Click the **My Learning** link.
5.	Locate the activity (course) in the **My Learning Activities** box. "Information Resource Use Agreement". You may need to click on "All My Learning" to view it. **Make sure it is the version from 2015!** Other versions may be in your learning activities with dates of 2008, 2009, or 2013.
6.	Click the **Launch** button to the right of the course.
7.	On the next page, click the **Launch** link. If you receive a security warning, select the **Yes** option.
8.	When finished, click the **Return to Activity Progress** link.
9.	Scroll to the bottom of the page and click the **Return to Previous Page** link.
10.	When finished, close the pop up window and sign out. To verify your completion, navigate to **Self-Service**>**Learning**>**My Learning**. ***Please note that the ELM only refreshes three times per day. The course completion will not show until the next system refresh.***

Accessing Learning History:

1.	Click on the **Main Menu** drop down
2.	Click the **Self Service** link.
3.	Click the **Learning** link.
4.	Click the **All Learning** link.
5.	In the **Filter Name** box, select **All learning – any status, type or date**.
6.	Click the **Go** button to refresh the list.
7.	Click the activity (course) link to be opened for viewing, there may be more than one page of training that is available. Table that is displayed can be sort by Title or Date to assist with locating the training you want to check.
8.	From the **Activity Progress** page, learners can **re-launch course content**, view **activities (course) information**, view **enrollment status**, and access or print **grades/attendance information**.
9.	When finished, click the **Return to Previous Page** link to view additional activities, or click the **Sign-Out** link in the upper-right-hand corner of the page to log out.